

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 999-007

AGENCY: Department of Alcoholic Beverage Control

DIVISION: Law Enforcement Operations

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, before the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY Anne O'Brien ST. RECORDS ADMINISTRATOR C. Peter Hyf
AGENCY RECORDS MANAGER L. Stephen Cumba COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: May 22, 1997

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

This revision of 999-007 adds series number 6.

License Section

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| 1. Banquet and Special Events Licenses | Retain 2 years or until audited, whichever is longer, then destroy. |
| 2. Licensee Files (retailers, wholesalers, importers and manufacturers) | Retain 5 years or until audited, whichever is longer, then destroy. |
| 3. License Register and Supporting Reports | Retain 2 years, then destroy. |
| 4. Solicitor Salesman Permits | Retain 3 years, then destroy. |
| 5. Importers Authorization and Wholesaler Designation Form | Retain 3 years, then destroy. |

Financial Investigations Unit

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| 6. Mixed Beverage Licensee Annual Inventories | Retain 5 years, then destroy by shredding or pulping. |
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